



Request for City Council Committee Action from the Office of City Clerk

Date: December 5, 2011

To: The Hon. Betsy Hodges, Chair – Ways & Means/Budget Committee

Subject: City Seal Embosser & Stamp

Recommendation: Authorize the Office of City Clerk to procure and use a self-inking, rubber stamp version of the City Seal to certify, attest, and mark documents with the City Seal.

Department Information

Prepared by: Craig Steiner 673-3282

Approved by: Casey Carl, City Clerk _____

Presenters in Committee: Casey Carl, City Clerk

Supporting Information:

Pursuant to the City Charter (Ch. 3, §5), the City Clerk is designated as the custodian of the corporate seal of the City of Minneapolis and is the officer authorized to affix the seal to documents when required by law. The Clerk's Office currently has and uses an embosser fitted with a die of the City's official seal. Unfortunately, these large-scale, manual embossers are more of an antique in today's business world; they are no longer in popular demand and it has become both difficult and costly to purchase new models. Earlier this year, one of the office's three embossers was broken due to its many years of use. Following many months of research, the Clerk's Office was successful in identifying one custom seal company that still manufactures these official embossers. A replacement has been ordered. At the same time, the Clerk's Office would like to procure an exact replica of the embossed seal as a self-inking rubber stamper.

A self-inking stamper is both more cost-efficient and can be more readily seen on documents, whether as an original or a certified true copy. The use of a self-inking rubber stamper for everyday use will significantly mitigate the wear and tear on the embossers. Additionally, the rubber stamper is easier and faster to operate and has the added benefit of providing a clearly visible facsimile of the seal, whether used on original documents for on certified true copies.

The Clerk's Office consulted with the City Attorney's Office and received advice about the process for securing authorization from City Council to procure a self-inking rubber stamper that could be used with the same level of authority as the embossed version of the City's corporate seal.